

9. Customer Information

9.1 Customers

- Under customers, you would find a complete list of your customers.
- You can edit their information, or delete them, or send them an email.

Customers

Last Name	First Name	Account Created	Action	Mimi Boucher	
Boucher	Mimi	07/02/2003	▶	edit	de
Jefferson	Calvin	07/03/2003	ⓘ		e
Smith	John	06/19/2003	ⓘ		
Taylor	Danielle	07/11/2003	ⓘ		
Displaying 1 to 4 (of 4 customers)			Page 1 of 1	Account Created: Last Modified: 07/09/2003 Last Logon: 07/09/2003 Number of Logon: Country: Canada Number of Review:	

9.2 Orders

- Under orders, you can view what products have been sold and which customers bought what products.

Orders

Customers	Order Total	Date Purchased	Status	Action	[4] 07/09/2003	
📄 Mimi Ho	\$30.00CAD	07/09/2003 18:54:06	Pending	▶	edit	
📄 Mimi Ho	\$1,734.27CAD	07/09/2003 18:42:54	Pending	ⓘ	invoice	
📄 Calvin Chan	\$101.29CAD	07/07/2003 15:19:36	Delivered	ⓘ		Date Created: 07/07/2003
📄 Calvin Chan	\$94.99	07/03/2003 15:18:06	Delivered	ⓘ		Payment Method:
Displaying 1 to 4 (of 4 orders)			Page 1 of 1			

- You can also update the status of the products sold by double clicking on the product.
- If the Status was at Pending before, but you have just sent it out, you can change the status to Processing.
- If the product has been sent and received, you can change the status to Delivered.

Payment Method: Cash on Delivery

Products	Model	Tax	Price (ex)	Price (inc)	Total (ex)
1 x Windows 2000	mswin2k	7.00%	\$89.99CAD	\$89.99CAD	\$89.99CAD

Sub
Flat Rate (Best
7.00%

Date Added	Customer Notified	Status	Comments
07/07/2003 15:19:36	✓	Pending	
07/07/2003 15:21:13	✓	Delivered	Confirmed and shipping

Comments**Status:**

Delivered

Pending

Processing

Delivered

update

Notify C**Append Comments:** ☒

invoice

packi